

**To:** Business PhD Students  
**CC:** Supervisors, Supervisory Committee Members, PhD Policy Committee  
**From:** Sarah Moore, Associate Dean, Business PhD Program  
**Re:** Progress Reports & Annual Evaluation | Deadline May 31  
**Date:** April 17, 2024

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Consistent with GPS (formerly FGSR) policy ([FGSR Graduate Program Manual, Section 8.1](#)), all students enrolled in the Business PhD Program must be evaluated annually. This annual evaluation process requires you to complete a Progress Report form and to hold a formal evaluation meeting with your Supervisory Committee.

**All students** (unless they are currently on leave), regardless of year and stage in the program, are required to participate in the annual evaluation process.

To facilitate this process, we will send out a Google drive link for the 2024 Annual Evaluations. This drive is shared with you (the student), your Supervisory Committee, and your PhD specialization representative. Each student has a separate Google drive folder (folder name is “student’s surname Annual Evaluation”). The PhD office staff and I also have access to the drives.

**The Annual Evaluation Process consists of the following steps:**

[Note: Please complete all work in Google drive. **Please do not download the Progress Report.** Use Chrome as your browser for best performance.]

1. Students will complete the 2024 Progress Report in the Google drive and upload a CV, and then advise their Supervisory Committee members that they have completed the form. The form has been slightly revised this year. Previous year’s evaluation forms are in your drive for review, and you may copy and paste relevant sections from 2023 into this year’s form.
2. Supervisory committee members will review the 2024 Progress Report. The supervisor will set up an online or in person meeting with the Supervisory Committee members and student.
3. The student and Supervisory Committee will discuss student progress at the meeting. The committee should provide written developmental feedback on the form where indicated.
4. During the meeting, supervisors and/or committee members can type in their evaluation and additional comments. All those participating in the meeting (including the student) should add their own signatures to the document. Since the Google doc tracks all changes made and by whom and when, the PhD office will be able to see that faculty have added their own signatures.
5. When all steps are complete, the student must email [busphd@ualberta.ca](mailto:busphd@ualberta.ca) to inform the PhD office that their evaluation is complete. **The deadline for completion is May 31.**
6. When all evaluations in a specialization have been submitted, the PhD office will inform the representative of each specialization that their area is complete. The area rep should provide the Associate Dean of the Business PhD program with a *comparative assessment* of all students in the specialization via email by **June 30**. If desired, the area rep can convene a meeting with faculty members to discuss progress.

7. The Associate Dean will use the Progress Reports as part of any required reporting to GPS. In addition, the Associate Dean may make funding decisions based on the information received and from conversations with relevant faculty.
8. **Additional GPS Form:** The Business School has its own Progress Report form that is specific to our needs. However, GPS also has an annual form that must be completed in addition to ours. When you—students and supervisor(s)—receive the request from GPS to complete their form, please follow the steps and submit as required by GPS as well (their deadline is also **May 31**). Complete only the minimum required fields in the GPS form. You can copy and paste relevant information from the Progress Report into the GPS form.

Annual evaluations are an essential component of student progress. This process is meant to ensure that students are progressing with their coursework and other program milestones. But more importantly, the aim of this process is to provide developmental and constructive feedback to students about their progress and their research.

Thank you for your attention to this process!